



## CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Revised Class Specification for Parks Superintendent

**MEETING DATE:** July 5, 1995

**SUBMITTED BY:** Personnel Director

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**RECOMMENDED ACTION:** That the City Council approve the class specification for Parks Superintendent.

**BACKGROUND INFORMATION:** The proposed class specification has been revised and updated to reflect the current qualifications and duties of this position.

**FUNDING:** None required

Joanne M. Narloch  
Personnel Director

cc: Ron Williamson, Parks & Recreation

APPROVED: \_\_\_\_\_

THOMAS A. PETERSON  
City Manager



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PARKS SUPERINTENDENT

DEFINITION:

Under direction, plans, organizes and directs the City's Parks Division, including parks landscape and maintenance, public building grounds, equipment maintenance, park rangers, nature center and recreational areas; performs related work as assigned.

CLASS CHARACTERISTICS:

This single position class has division level responsibility for the overall direction and administration of parks planning, design, development and maintenance. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering the division's budget and directing day-to-day operations.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Parks Division.

Surveys and studies present and proposed parks and related areas and layouts and oversees design of new landscape and maintenance procedures.

Prepares, administers, and directs the division's budget, including capital improvement and in-house construction projects.

Plans, organizes, assigns, reviews, evaluates and directs the work of assigned staff; selects personnel and provides for their training and professional development.

Maintains effective relations with a variety of community organizations, groups and the public. Develops, revises and implements needed administrative programs and procedures including workload planning and assignments, computerization and physical space allocation.

Coordinates, delegates and follows up on the work of assigned staff; sets work priorities and coordinates and schedules assignments.

Represents the City by making presentations to and working closely with citizen boards and commissions and public and private organizations.

Prepares, coordinates and administers State and Federal grants.

Inspects parks and conducts studies for proposed improvements and maintenance activities.

Prepares necessary work orders, requisitions, correspondence, contracts, plans, maps, schedules and charts.

Prepares a variety of periodic and special reports related to parks programs and activities; develops and writes manuals and instruction procedures.

Oversees landscape design and consultative services as required.

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MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and methods of maintenance and parks design.  
Principles and practices of employee supervision, including selection, training, evaluation and discipline.  
Principles budgetary administration and control.  
Theories, principles, techniques and equipment used in landscaping, park operations and maintenance.  
Safety practices and equipment related to work.  
Principles and methods of administration, including goal setting, policy and procedure development, work and program evaluation and work standards.  
Rules, regulations and ordinances pertaining to parks operations and maintenance functions.  
Principles of grant application and proposal preparation and administration of grant funds.

Ability to:

Plan, organize, assign, direct, review, and evaluate the work of assigned staff.  
Select, motivate, and evaluate staff and provide for their training and professional development.  
Develop and implement goals, objectives, policies, procedures and work standards and internal controls.  
Develop and administer parks maintenance contracts.  
Manage and direct multi-faceted parks operations and maintenance programs.  
Exercise sound independent judgment within general guidelines.  
Prepare and deliver clear, concise and complete oral and written reports and correspondence.  
Establish and maintain effective working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

Equivalent to graduation from a four year college or university with major coursework in public administration, facility management, landscape architecture or a closely related field.

EDUCATION AND EXPERIENCE (Cont'd):

Experience:

Five years of progressively responsible experience in parks development, operations, and maintenance, three of which include administrative and supervisory responsibilities.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS:

Pest Control Advisor's license issued by the State of California.

CITY OF LODI

JULY 5, 1995

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**EXAMPLES OF DUTIES:**

Duties may include, but are not limited to the following:

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Parks Division.
- Surveys and studies present and proposed parks and related areas and layouts and oversees design of new landscape and maintenance procedures.
- Prepares, administers, and directs the division's budget, including capital improvement and in-house construction projects.
- Plans, organizes, assigns, reviews, evaluates and directs the work of assigned staff; selects personnel and provides for their training and professional development.
- Maintains effective relations with a variety of community organizations, groups and the public.
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- Prepares, coordinates and administers State and Federal grants.
- Inspects parks and conducts studies for proposed improvements and maintenance activities.
- Prepares necessary work orders, requisitions, correspondence, contracts, plans, maps, schedules and charts.
- Prepares a variety of periodic and special reports related to parks programs and activities; develops and writes manuals and instruction procedures.
- Oversees landscape design and consultative services as required.

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RESOLUTION NO. 95-86

A RESOLUTION OF THE LODI CITY COUNCIL  
ADOPTING THE REVISED CLASS SPECIFICATION FOR  
PARKS SUPERINTENDENT

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WHEREAS, the proposed class specification has been revised and updated to reflect the current qualifications and duties of this position; and

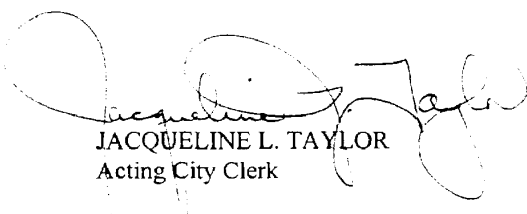
BE IT RESOLVED, that the Lodi City Council hereby approves the revised class specification for the Parks Superintendent as shown on Exhibit "A" attached hereto and made a part hereof.

Dated: June 21, 1995

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I hereby certify that Resolution No. 95-86 was passed and adopted by the Lodi City Council in a regular meeting held July 5, 1995 by the following vote::

AYES: COUNCIL MEMBERS - Davenport, Pennino, Warner and Mann (Mayor)  
NOES: COUNCIL MEMBERS - None  
ABSENT: COUNCIL MEMBERS - Sieglock  
ABSTAIN: COUNCIL MEMBERS - None

  
JACQUELINE L. TAYLOR  
Acting City Clerk



CITY OF LODI

JULY 5, 1995

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